



DEPARTMENT OF THE NAVY  
NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 5760.1  
NO2L  
09 JUL 2002

NAVPHIBASELCREEK INSTRUCTION 5760.1

Subj: PRIVATE ORGANIZATIONS ONBOARD NAVAL AMPHIBIOUS BASE  
LITTLE CREEK

Ref: (a) DoDINST 1000.15  
(b) DoD Directive 5500.7-R  
(c) COMNAVREGMIDLANTINST 5700.1  
(d) BUPERSINST 1710.11C

1. Purpose. To provide guidance on the activities of private organizations operating onboard Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK).

2. Background. Private organizations are self-sustaining non-federal entities composed of individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the United States Government, and which operates or seeks to conduct activities onboard NAVPHIBASE LCREEK. They are most commonly active duty service members or Department of Defense (DoD) civilian employees who seek entry onto DoD installations to conduct recreational or charitable activities which are not already conducted by Morale, Welfare, and Recreation (MWR) or other Navy components. Private organizations may or may not be incorporated, and they have no official affiliation with DoD. Reference (a) sets forth specific guidelines on their activities onboard military installations. Reference (b) provides ethical rules governing any support provided to private organizations by the DoD. Reference (c) provides guidance on the use of MWR facilities by non-federal entities in the Mid-Atlantic Region. Reference (d) establishes guidelines on the use of MWR facilities. This instruction establishes specific guidelines for NAVPHIBASE LCREEK support to private organizations within the constraints imposed by references (a) through (d).

3. Scope. This instruction applies to all private organizations operating or seeking to conduct activities onboard NAVPHIBASE LCREEK.

4. Definition of Private Organization. A self-sustaining non-federal entity composed of individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the United States Government, and which operates or seeks to conduct activities onboard NAVPHIBASE LCREEK.

5. Policy

a. No private organization may use NAVPHIBASE LCREEK facilities or spaces for recreational, administrative, and/or fundraising without the express written consent of the Commanding Officer, NAVPHIBASE LCREEK. This consent is contingent upon the private organization abiding by the constraints imposed by references (a) through (d), and by this instruction, and may be revoked at any time by the Commanding Officer when deemed necessary to fulfill the military mission.

b. In accordance with reference (a), NAVPHIBASE LCREEK MWR shall not provide any financial assistance to any private organization in the form of contributions, repairs, services, dividends, or other donations of money or other assets. It shall also not transfer any funds or assets directly or indirectly to any private organization.

c. All private organizations that have been approved by NAVPHIBASE LCREEK to receive support shall be subject to periodic audits and review by the NAVPHIBASE LCREEK Management Support Department to ensure compliance with references (a) through (d), this instruction, and other applicable military directives.

d. Individuals who cannot independently gain access to NAVPHIBASE LCREEK do not have a right to enter the installation solely based on their affiliation or membership with the private organization. Entry shall be granted pursuant to the guidelines set forth by the Commanding Officer, NAVPHIBASE LCREEK, and shall be subordinate to the needs of DoD in accomplishing the military mission. The private organization should contact the NAVPHIBASE LCREEK Security Officer to gain additional information concerning base access by its members prior to entry.



6. Procedures. All requests seeking NAVPHIBASE LCREEK support must be submitted through the NAVPHIBASE LCREEK Staff Judge Advocate for ultimate review by the Commanding Officer. A private organization seeking NAVPHIBASE LCREEK support shall complete the following:

a. Submit a written request via the NAVPHIBASE LCREEK Staff Judge Advocate containing, at a minimum, the following information:

(1) Nature of the requested support from NAVPHIBASE LCREEK, specifically identifying locations and/or facilities which the private organization seeks to use.

(2) Date, time, and/or duration of the requested support.

(3) Function and purpose of the private organization, including whether it is incorporated.

(4) Point of contact, address, phone number, and e-mail (if applicable) of the private organization.

(5) If the nature of the requested support involves entry onto the installation by its members, demonstrate that at least 50% of such members are active duty service members, retired service members, military dependents, and/or DoD civilian employees. Waivers from this requirement shall be granted by Commanding Officer, NAVPHIBASE LCREEK.

(6) Proof of insurance to protect against public liability and property damage claims or other legal actions that may arise as a result of activities of the organization or one or more of its members acting in its behalf. The United States Navy and NAVPHIBASE LCREEK shall be named insured.

(7) Written constitution, by-laws, charter, articles of agreement, or other authorized documents acceptable to NAVPHIBASE LCREEK.

(8) Designation of management responsibilities, to include accountability for assets, satisfaction of liabilities,

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disposition of any residual assets on dissolution, and other matters that show responsible financial management.

(9) Documentation indicating an understanding by all members as to whether they are personally liable if the assets are insufficient to discharge all liabilities.

(10) Specifically agree to comport with the requirements set forth in references (a) through (d) and this instruction.

b. Requests shall be processed in a reasonable time frame. If seeking the support or involvement of NAVPHIBASE LCREEK MWR, the request shall be processed through the NAVPHIBASE LCREEK MWR Director.

7. Action

a. Commanding Officer

(1) Act on all requests by private organizations seeking NAVPHIBASE LCREEK support, ensuring that they operate only within the constraints of references (a) through (d) and this instruction.

(2) When military necessity dictates, take appropriate action to amend or terminate existing NAVPHIBASE LCREEK support to private organizations.

b. Staff Judge Advocate

(1) Process all requests from private organizations seeking NAVPHIBASE LCREEK support, coordinating with appropriate installation tenant commands and/or storefronts, and forwarding them to the Commanding Officer for ultimate review.

(2) Provide legal advice to both NAVPHIBASE LCREEK personnel and tenant commands on the provision of support to private organizations onboard NAVPHIBASE LCREEK.

(3) Ensure that both private organizations and the Navy liaisons understand the limitations of NAVPHIBASE LCREEK support to the private organization.

c. Security Officer

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(1) Advise private organizations of the procedures of gaining access to NAVPHIBASE LCREEK by their members.

(2) When necessary, ensure a security plan is in place to provide protection at a specific event coordinated by the private organization.

d. Storefront MWR Manager

(1) Review proposed requests by private organizations to utilize MWR facilities located onboard NAVPHIBASE LCREEK and provide a recommendation to the Commanding Officer regarding approval.

(2) Ensure compliance with reference (d), specifically ensuring that use of MWR facilities by private organizations does not infringe use by patrons having a higher priority, such as active duty service members and their dependents.

e. Management Support Officer

(1) Periodically audit and review the operations of private organizations utilizing NAVPHIBASE LCREEK support and reporting findings to the Commanding Officer.

(2) Recommend necessary changes in the operations of private organizations onboard NAVPHIBASE LCREEK to ensure that they operate within the constraints of references (a) through (d), this instruction, and any Memorandum of Understanding that may exist between NAVPHIBASE LCREEK and the private organization.



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Distribution:

NAVPHIBASELCREEKINST 5216.2P

List IA, IB (1, 1A, 2, 2A, 3, and 3A only), IC, ID - Case A  
List II

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